



DEPARTMENT OF DEFENSE

Acquisition Career Development Program

November 1995

Under Secretary of Defense (Acquisition and Technology)



ACQUISITION AND
TECHNOLOGY



November 22, 1995

FOREWORD

This Manual is issued under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991. It prescribes procedures for a DoD career development program for acquisition personnel, consistent with the general policies and authorities stated in DoD Directive 1430.2, "Civilian Career Management," June 13, 1981 and component civilian and military personnel regulations. Further, it implements Chapter 87 of title 10, United States Code.

DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1991, is hereby canceled. Appendixes A through K of this Manual supersede enclosures 3 through 16 of DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992, in accordance with the Under Secretary of Defense for Acquisition and Technology Memorandum, "Conforming Changes to DoD Instruction 5000.58," November 22, 1995.

This Manual applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, Management Headquarters Activities and Management Headquarters Support Activities (as defined in DoD Directive 5100.73 "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988), the DoD colleges and universities, and the Defense Support Agencies (hereafter referred to collectively as "the DoD Components").

This Manual applies to all acquisition workforce members, both military and civilian, who are in or desire to be in the following acquisition career fields: program management; communications-computer systems; acquisition logistics; auditing; business, cost estimating and financial management; contracting (including construction); industrial and/or contract property management; manufacturing, production, and quality assurance; purchasing (including procurement technician); systems planning, research, development, and engineering; and test and evaluation. Additional acquisition career fields may be added if determined to be applicable by the Under Secretary of Defense for Acquisition and Technology.



Program management oversight; education, training, and career development; and Defense Logistics Agency (DLA) multifunction management position categories are covered by this Manual. Individuals in those position categories follow the acquisition career fields for the functional area listed above in the fourth paragraph.

This Manual does not apply to personnel paid from nonappropriated funds or foreign nationals employed overseas under tailored foreign employment programs. The standards prescribed in this Manual are mandatory DoD-wide and are to be implemented directly without supplementation by the DoD Components. Only the standards identified in this Manual as mandatory may be used for certification. The Heads of the DoD Components may issue implementation instructions. Copies of implementing instructions shall be forwarded to the address given below for coordination 90 days before issuance.

Send recommended changes to this Manual to:

Under Secretary of Defense for Acquisition and Technology
Attention: Director, Acquisition Education, Training, and Career
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3630 Defense Pentagon
Washington, DC 20301-3630

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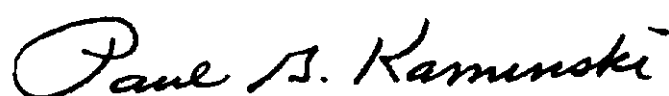

Paul G. Kaminski

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REFERENCES

- (a) DoD Directive 5000.1, "Defense Acquisition," February 23, 1991
- (b) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (c) Federal Acquisition Regulation, current edition
- (d) Sections 2430, 2432, 2435, and Chapter 87 of title 10, United States Code
- (e) DoD Directive 5000.57, "Defense Acquisition University," October 22, 1991
- (f) DoD Directive 5100.73, "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988
- (g) DoD Instruction 5000.58 "Defense Acquisition Workforce," January 14, 1992
- (h) DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991
- (i) Office of the Under Secretary of Defense Guide, ADS-95-03-GD "Mandatory Course Fulfillment Program and Competency Standards, July 1995"
- (j) Defense Federal Acquisition Regulations Supplements, current edition
- (k) DoD Directive 5134.1, "Under Secretary of Defense for Acquisition and Technology," June 8, 1994
- (l) Section 16 of the Federal Procurement Policy Act (41 U.S.C. 414)
- (m) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1991, authorized by DoD Directive 5000.52, October 25, 1991
- (n) U.S. Office of Personnel Management Qualifications Standards for General Schedule Positions, current edition
- (o) Office of the Under Secretary of Defense for (Acquisition and Technology) Catalog, "Defense Acquisition University Catalog," current edition
- (p) Office of the Under Secretary of Defense for (Acquisition and Technology) Directory, ADS-93-01-DIR, Volume 1, "Defense Acquisition University Directory: Satisfying Acquisition Corps Education Standards," June 1993
- (q) Defense Acquisition University Pamphlet "Prepare for Advancement Through Testing," August 3, 1992
- (r) DoD Directive 5500.7, "Standards of Conduct," August 30, 1993
- (s) DoD 5000.2-M, "DoD Acquisition Management Documentation and Reports," February 1991, authorized by DoD Instruction 5000.2, February 22, 1991
- (t) DoD Directive 8120.1, "Life-Cycle Management (LCM) of Automated Information Systems (AIS)," January 14, 1993
- (u) DoD Instruction 8120.2, "Automated Information system (AIS) Life Cycle Management (LCM) Process, Review and Milestone Approval Procedures"
- (v) Office of Personnel Management Position Classification Standard, "Grade Level Guide for Test and Evaluation Work in Engineering and Science Occupations," March 1990
- (w) Section 2306a of title 10 United States Code
- (x) DoD Directive 5105.36, "Defense Contract Audit Agency," June 8, 1978
- (y) DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions," November 1, 1991

DEFINITIONS

1. **Acquisition.** The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.

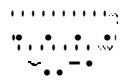
2. **Acquisition Career Program Boards (ACPB).** Boards that advise DoD Component Heads or the Service Acquisition Executives in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce and in selecting individuals for an acquisition corps.

3. **Acquisition Categories. (ACAT).** Categories established to facilitate decentralized decision making and execution and compliance with statutorily imposed requirements. The categories determine the level of review, decision authority, and applicable procedures. For the definition of ACATS, refer to the definitions in this section for: Major Defense Acquisition Program (MDAP) (ACAT I), Significant Nonmajor Defense Acquisition Program (ACAT II), and Nonmajor Defense Acquisition Program (ACAT 111/IV).

4. **Acquisition Corps.** A subset of a DoD Component's acquisition workforce composed of selected military or civilian personnel in the grades of Major, Lieutenant Commander or General Schedule GS 13 and above. There is one acquisition corps for each Military Department and one for the other DoD Components (including OSD and the Defense Agencies). Complete criteria, exceptions and waiver provisions for the acquisition corps are contained in Appendix M. In the Department of Navy, the acquisition corps is referred to as the "Acquisition Professional Community."

5. **Acquisition Experience.** Experience gained while assigned to an acquisition position. Also includes intern, exchange, education, or training with industry, and other acquisition developmental assignments. Includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense.

6. **Acquisition Organization.** An organization, including its subordinate elements, whose mission includes planning, managing and/or executing acquisition programs which are governed by DoD Directive 5000.1, and DoD Instruction 5000.2, (references (a) and (b)) and related issuances. Specifically: the Office of the Under Secretary of Defense for Acquisition and Technology (OUSD(A&T)); the Office of Assistant Secretary of Army (Research, Development and Acquisition); the Army Materiel Command; the Army Information Systems Command; the Army Space and Strategic Defense Command; the Army Medical Research, Development, Acquisition and Logistics Command; the Army Acquisition Executive Support



Agency; the Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition); the Naval Sea Systems Command; the Naval Air Systems Command; the Naval Supply Systems Command; the Naval Facilities Engineering Command; the Office of Naval Research; the Space and Naval Warfare Systems Command; the Navy Strategic Systems Program Office; the Navy Program Executive Officer and Direct Reporting Program Manager Organizations; the Marine Corps System Command; the Office of the Assistant Secretary of the Air Force (Acquisition); the Air Force Materiel Command; the Air Force Program Executive Officer Organizations; the Defense Logistics Agency; the Ballistic Missile Defense Organization; and the Special Operations Command (and any successor organizations of those commands).

7. **Acquisition Positions.** Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition_ position category established by the Under Secretary of Defense for Acquisition and Technology (USD(A&T)). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters (HQ) organizations, management support organizations, and other organizations.

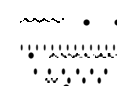
8. **Acquisition Position Categories.** Functional subsets of acquisition positions. There are 15 acquisition position categories; i.e., program management; communication-computer systems; contracting (including contracting for construction); purchasing and procurement technician; industrial and/or contract property management; business, cost estimating and financial management (BCE&FM); auditing; manufacturing and production; quality assurance (QA); acquisition logistics; systems planning, research, development and engineering (SPRDE); test and evaluation (T&E); program management oversight; education, training, and career development; and DLA multifunction management.

9. **Acquisition Program.** A directed, funded effort that is designed to provide a new or improved materiel capability in response to a validated need. Acquisition programs are managed in accordance with DoD Directive 5000.1, DoD Instruction 5000.2 (references (a) and (b)), and related DoD issuances.

10. **Acquisition Workforce.** The personnel component of the acquisition system. The acquisition **workforce** includes permanent civilian employees and military members who occupy acquisition positions, or who are members of an acquisition corps, or who are in acquisition career development programs.

11. **Career Development.** The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees in the functional career fields, through a planned, organized, and systematic method of training and development designed to meet organizational objectives. Career

development is accomplished through a combination of work assignments, job rotation, training, education, and self-development programs.



12. Career Field. One or more occupations that require similar knowledge and skills. There are 11 acquisition career fields: program management; communications - computer systems; contracting (including contracting for construction); purchasing and procurement technician; industrial and/or contract property management; BCE&FM; auditing; manufacturing, production and QA; acquisition logistics; SPRDE; and T&E.

13. Career Levels. Groupings of education, training, and experience standards that provide the framework for progression in a career field. There are three career levels, i.e., (I) entry or basic, (II) intermediate or journeyman, (III) advanced or senior.

14. Career Path. The range of opportunities at each career level and the optimum pathway for vertical and horizontal movement in a career field.

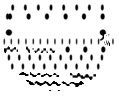
15. Certification. A process through which DoD Components determine that an individual meets the mandatory education, training, and experience standards established for an acquisition career level (levels I, II, and III) in an acquisition career field.

16. Certified Course Offeror. An organization or activity that has been approved by the USD(A&T), or designee as having the capability, resources (trained instructors, facilities, and course materials, etc.), and quality standards to conduct a given mandatory course(s).

17. Certifying Official. Official authorized by the Component Acquisition Executive (CAE) to certify an individual at a specific career level in an acquisition career field.

18. Continuing Education and Training. Any education or training standard recommended by an Acquisition Career Management Board (ACMB) or the Director, Acquisition Education, Training and Career Development (AET&CD) and approved by the USD(A&T) as essential for providing ongoing professional development or maintaining currency in an acquisition career field.

19. Continuing Education Unit (CEU). A CEU is generally equivalent to 10 hours of instruction per unit. Typical instructional sources include professional short courses and professional organization workshops and symposia. Examples International Test and Evaluation Association Workshops, or Association of Old Crows Symposia.



20. **Contracting Officer.** A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. For the purposes of this manual, the term contracting officer refers to an individual whose authority exceeds the small purchase threshold. (See FAR Subpart 2.101, reference (c) and 10 U.S.C. 1724 (a), reference (d).)

21. **Critical Acquisition Position (CAP).** Senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD CAEs, and include any acquisition position required to be filled by an employee in the civilian grade of GS -14 or above, or military grade O-5, or above. Also includes all program executive officers (PEOs), deputy PEOs; program managers (PMs) and Deputy PMs (DPMs) for MDAPs; PMs of significant nonmajor programs; and Senior Contracting Officials. (See 10 U.S.C 1733, reference (d).)

22. **Defense Acquisition University (DAU).** A consortium of DoD education and training institutions and organizations providing mandatory DoD acquisition courses, both certification and assignment specific, for military and civilian personnel serving in 11 acquisition career fields. DAUS mission is to educate and train professionals for effective service in the defense acquisition system. DAU is authorized by 10 U.S.C. 1746 (reference (d)), and chartered by DoD Directive 5000.57, (reference (e)).

23. **Deputy Program Manager (DPM).** The individual with authority to act for the PM in his or her absence. (See 10 U.S. C. 1737(a)(2), reference (d).)

24. **Director of Acquisition Career Management (DACM).** The official appointed to assist a CAE in managing the accession, training and education, and career development of the Component's acquisition workforce. (See 10 U.S.C. 1705, reference (d).)

25. **Division Head.** The official in a CAP with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.

26. **DoD Components.** The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Defense Agencies, the Management Headquarters Activities and the Management Headquarters Support Activities (as defined in DoD Directive 5100.73, reference (f)), the Inspector General of the Department of Defense (IG, DoD), the DoD colleges and universities, the Defense Support Agencies and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

27. DoD Component Acquisition Executive (CAE). A single official in a DoD Component who has clear authority, responsibility, and accountability for all acquisition functions and programs in that Component. That includes the Service Acquisition Executives (SAES for the Military Departments and the Acquisition Executives in other DoD Components who have acquisition management responsibilities. (See DoD Directive 5000.1, reference (a).)

28. DoD Functional Boards. Chartered by the USD(A&T) and chaired by the functional chief and/or advisor to the USD(A&T) for that career field. Membership shall consist of senior functional advisors appointed by the CAE. The functional boards provide oversight of management and program execution for their respective functional area career management programs. Functional boards can exist at the Component level and at the DoD level. (See DoD Instruction 5000.58, reference (g).)

29. Employee. DoD civilian and military personnel. The terms “member,” “personnel,” and collectively “acquisition workforce,” as used in the context of this Manual, are synonymous with the term “employee.”

30. Equivalent Course or Program. A course or program that has been determined by the USD(A&T), or designee, to contain the level of knowledge that would enable individuals who take the course or program to perform as if they had completed a designated, mandatory course under the Defense AET&CD program. (See DoD Directive 5000.52, reference (h).)

31. Fulfillment. Process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education and/or alternative training successfully completed and documented in accordance with course competency standards and procedures. (See ADS-95 -03-GD, reference (i).)

32. Head of Contracting Activity. An official who has overall responsibility for managing a contracting activity. (See FAR subpart 2.101, reference (c).) A “contracting activity” is an element of a DoD Component to which the Component head has delegated broad authority for procurement and acquisition. Organizations that are “contracting activities” are listed at subpart 202.101 of the DFARS (reference (j)).

33. Individual Development Plan (IDP) (or equivalent). A document used to lay out an employee’s education, training, and experience needs for orderly progression in an acquisition career field and to plan for the fulfillment of those needs. Developing the plan is a combined effort of the employee, supervisor and other individuals.

34. **Major Defense Acquisition Program (MDAP).** An acquisition program that is not a highly sensitive classified program (as determined by the Secretary of Defense) and that is as follows:

a. Designated by the USD(A&T) as a MDAP (ACAT I); or

b. Estimated by the USD(A&T) to require the following:

(1) An eventual total expenditure for research, development, test, and evaluation (RDT&E) of more than 300 million dollars in fiscal year (FY) 1990 constant dollars; or

(2) An eventual total expenditure for procurement of more than 1.8 billion dollars in FY 1990 constant dollars.

That definition is based on the criteria established in 10 U.S.C. 2430, and reflects authorities delegated in DoD Directive 5134. 1.(references (d) and (k)). (See DoD Directive 5000.1 and DoD Instruction 5000.2, (references (a) and (b).)

35. **Major Milestone.** A milestone marks the completion of a significant phase in an MDAP. Such milestones must be the same as the milestones contained in the baseline description established for the program under Section. 2435(a) of reference (d) and reported in the Selected Acquisition Report under Section 2432 of reference (d).

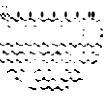
36. **Mandatory DoD Acquisition Course.** A course of study that has been approved by the USD(A&T) as meeting an established DoD education and training requirement. Those courses provide a common, non- Component-specific foundation of knowledge for acquisition functions. Mandatory courses include the following:

a. **Certification Course.** A course that must be taken for an employee to be certified at Level I, II or III in one of the career fields. Example; an intermediate (Level II) DAU course in systems acquisition management is mandatory for Level II for the program management; acquisition logistics; manufacturing, production and QA; SPRDE; and T&E career fields.

b. **Assignment Specific Course.** A course that must be completed successfully in order for an employee to perform a specific set of duties or a specific assignment in a job, or the job itself. Those duties or that assignment are not necessarily keyed to a single job series or to a single career field. Example; Grants Management; Software Acquisition Management; Systems Acquisition for Contracting Officers.

37. **Nonmajor Defense Acquisition Program (ACAT III).** Programs not meeting the criteria for Category I or II that have been designated "Category III" by the CAE.

38. Nonmajor Defense Acquisition Program (ACAT IV). All other acquisition programs for which the milestone decision authority should be delegated to a level below that required for Category III.



39. Program Executive Officer (PEO). A military or civilian official who has primary responsibility for directing several acquisition Category I programs and for assigned acquisition Category II, III, and IV programs. A PEO reports to and receives guidance and direction from the DoD CAE.

40. Program Manager (PM). A military or civilian official who is responsible for managing an acquisition program (see DoD Instruction 5000.2 (reference (b))). For a major or significant nonmajor defense acquisition program, the term “program manager” means the “member of an acquisition corps responsible for managing the program, regardless of the title given the member.” (See 10 U.S.C. 1737(a)(l), reference (d).)

41. Program Office. An acquisition office with the mission to plan, manage, or execute an acquisition program, headed by a PM

42. Reciprocity. Mutual exchange of privileges; recognition of validity. Reciprocity in this context means when an individual enters an acquisition corps, that individual is qualified for all Component acquisition corps. (See “acquisition corps,” definition 4, above, and Appendix M for acquisition corps entry requirements.) Reciprocity also includes certification. Certification in one Component is valid in all Components.

43. Senior Contracting Official. A director of contracting, or a principal deputy to a director of contracting, serving in the OSD, the Secretary of a Military Department, the HQ of a Military Department, the HQ of a Defense Agency, a subordinate command HQ, or in a major systems or logistics contracting activity in the Department of Defense. (See 10 U.S.C. 1737(a)(5), reference (d).)

44. Senior Procurement Executive (SPE). The senior official appointed under the “Office of Federal Procurement Policy Act” (41 U.S.C. 414(3), reference (1)), who is responsible for management direction of the Military Department procurement system, including implementation of unique procurement policies, regulations, and standards. (See section 414 of reference (1)). The SPE for all non-Service DoD Components is the USD(A&T). (See DoD Instruction 5000.2, reference (b).)

45. Service Acquisition Executive (SAE). The civilian official in a Military Department who has clear authority, responsibility and accountability for all acquisition functions and programs in the Military Department. The SAE also serves as the SPE. (See DoD Directive 5000.1, reference (a).)

46. Significant Nonmajor Defense Acquisition Program (ACAT II).

Equivalent to Acquisition Category II acquisition program. A DoD acquisition program that is not an MDAP and that is estimated by the Secretary of Defense to require an eventual total expenditure for RDT&E of more than 75 million dollars in FY 1980 constant dollars (approximately 115 million dollars in FY 1990 constant dollars) or an eventual total expenditure for procurement of more than 300 million dollars in FY 1980 constant dollars (approximately 540 million dollars in FY 1990 constant dollars). This is synonymous with "Major System." (See 10 U.S. C. 1737(a)(3) and 2302(5), and DoD Instruction 5000.2, (references (d) and (b)).

47. Sponsoring School. A training source with overall responsibility for a specific course of instruction that is part of the program of the DAU structure. Responsibilities include development and maintenance of course content, course materials, course reviews, student assessments, and graduate followup; providing administrative and student data; developing and providing instructor training for courses offered and for other offerors certified by the DAU. Sponsoring schools are selected by the USD(A&T) or designee.

ABBREVIATIONS AND/OR ACRONYMS

ACAT	Acquisition Category
ACE	American Council on Education
ACMB	Acquisition Career Management Board
AET&CD	Acquisition Education, Training, and Career Development
AFSC	Air Force Specialty Code
AIS	Automated Information System
AOC	Area of Concentration
APMC	Advanced Program Management Course
APML	Assistant Program Manager for Logistics
AQD	Additional Qualification Designation
BCE&FM	Business Cost Estimating and Financial Management
B&FM	Business and Financial Management
CAE	Component Acquisition Executive
CAP	Critical Acquisition Position
CE	Cost Estimator
CEU	Continuing Education Unit
CLEP	College Level Examination Program
CPM	Cost Performance Management
DACM	Director of Acquisition Career Management
DAE'	Defense Acquisition Executive
DAL	Director of Acquisition Logistics
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DCAA	Defense Contract Audit Agency
DCAI	Defense Contract Audit Institute
DCMC	Defense Contract Management Command
DLA	Defense Logistics Agency
DPML	Deputy Program Manager for Logistics
DRPM	Direct Reporting Program Manager
EMPC	Executive Program Manager Course
FY	Fiscal Year
HQ	Headquarters
ICAF	Industrial College of the Armed Forces
IDP	Individual Development Plan
IG, DoD	Inspector General, Department of Defense
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
LEM	Logistics Element Manager
LMS	Logistics Management Specialist

MDAP	Major Defense Acquisition Program
MOS	Military Occupational Specialty
OPM	U.S. Office of Personnel Management
OSD	Office of the Secretary of Defense
PEO	Program Executive Officer
PI	Program Integrator
PM	Program Manager
PMC	Program Management Course
QA	Quality Assurance
R&D	Research and Development
RDT&E	Research, Development, Test, and Evaluation
R&E	Research and Engineering
SAE	Service Acquisition Executive
SAR	Selected Acquisition Report
SES	Senior Executive Service
SPE	Senior Procurement Executive
SPRDE	Systems Planning, Research, Development, and Engineering
T&E	Test and Evaluation
TSC	Technical Service Auditor
U.S.C.	United States Code
USD(A&T)	Under Secretary of Defense for Acquisition and Technology